



**Program of Study**  
**Office Word Processing – Certificate of Achievement**

Term Effective: Fall 2009	Total Units: 26
---------------------------	-----------------

**Required courses:** All required courses for the certificate **MUST** be completed with a "C" or better.

Course	Title	Units	Completed	In Progress	Need
OFF 120	Excel Spreadsheet	2			
BUS 132	Ethics in Business	3			
BUS 150	Business English	3			
BUS 152	Business Communications	3			
BUS 176	Management for the Office Professional	3			
OFF 215	Introduction to Microsoft Outlook	2			
OFF 260	Computer Keyboarding and Document Processing	3			
OFF 281	Filing and Records Management	3			
OFF 291	Telecommunications for the Office	2			
OFF 294	Beginning Microsoft Word	2			

**Plus three of the following electives:**

Course	Title	Units	Completed	In Progress	Need
OFF 120	Excel Spreadsheet	2			
BUS 132	Ethics in Business	3			
BUS 150	Business English	3			
BUS 152	Business Communications	3			
BUS 176	Management for the Office Professional	3			
OFF 215	Introduction to Microsoft Outlook	2			
OFF 260	Computer Keyboarding and Document Processing	3			
OFF 281	Filing and Records Management	3			
OFF 291	Telecommunications for the Office	2			
OFF 294	Beginning Microsoft Word	2			

Total units: 26

**\*Course Prerequisites and Advisories:**  
Courses in a program of study may have prerequisites or advisories; that is, courses that must or should be completed before taking that course. Please check for prerequisites by consulting an advisor or Counselor or the Citrus College Catalog.

*Please Note: A minimum of 50% of required courses for the certificate must be completed at Citrus College.*



## **CERTIFICATE - GENERAL INFORMATION**

Read the general information/instructions below. Apply for your certificate when your requirements are completed or currently in-progress. All official transcripts from other colleges and universities must be on file with Citrus College. (Transcripts must show courses to be used to fulfill certificate requirements.)

## **INSTRUCTIONS TO APPLY FOR A CERTIFICATE**

1. If you are unsure about any requirements to earn a certificate or would like to apply for a certificate please schedule an appointment with a counselor or advisor at (626) 914-8530.
2. Make sure all transcripts are on file from other colleges and universities.
3. Locally approved Skill Awards are **not** annotated on the Citrus College transcript. Catalog rights do not apply to these certificates. See the reverse side for a listing of certificate programs. An asterisk will indicate a skill award.
4. Catalog year refers to the year the pattern of certificate requirements you followed was printed in the Citrus College catalog. You may apply for the certificate using the major pattern (certificate requirements) of the year you entered Citrus College, or any subsequent year as long as you have maintained continuous enrollment.

(Schedule an appointment with a counselor if you are not clear about the catalog year.)

5. Any required certificate/verification or approved course waiver or substitution must be petitioned and attached to the application.

If after you applied and changed your mailing address or you do not receive your certificate, please notify the Admissions Office

